



## **Job Description English Core Teaching Assistant**

Responsible to: Head of English

Job Purpose:

### **Key Roles**

- To support SEND students to access the English curriculum in lesson time.
- To work closely with English teachers to adapt provision to ensure all SEND students thrive in the English classroom.
- To support the planning and delivery of the 'nurture' curriculum, helping to ensure there is no denial of knowledge for SEND students in these groups.
- Alongside the English TLR holder for Intervention and Inclusion, to plan and deliver reading and writing intervention for KS3 students, and revision intervention for KS4 students.

### **Key Tasks**

- Attend SEND meetings and share updates with the English team, providing insights about the most effective ways of working with specific students.
- Provide support for SEND and high-needs students in English lessons.
- Provide regular updates to the English team about SEND students including reading strategies, the success of intervention programmes, and anecdotal evidence of successful support in the classroom.
- Communicate regularly and effectively with English teachers to support delivery of the curriculum to benefit SEND students.
- Where appropriate, and alongside classroom teachers, adapt the curriculum for SEND students, suggesting activities or 1:1 work for students.
- Plan and deliver the 'paired reading' and 'memory palace' interventions.
- Work closely with the TLR holder for Intervention and Inclusion to create and deliver updated intervention schemes.
- Help to maintain a clean, tidy working space in the English department and in the stock cupboard.
- Liaise with the SENCO and other colleagues in school to contribute to promote an ethos of inclusion.

### **General Whole School Responsibilities**

- Attend morning briefings
- Attend INSET days and additional training as appropriate
- Read and respond to school bulletins/staffroom notices
- Check notice board and email daily
- Comply with all school policies on child protection, health and safety, confidentiality and data protection.

### **Notes**

- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.